

# *ANNOUNCING A COMPREHENSIVE LABOR AND EMPLOYEE RELATIONS TRAINING PROGRAM*



If you work in supervision, management, or personnel  
And you want to know the secrets  
For doing your job well,  
The answers to your questions  
Now are crystal CLER.  
Attend our new training course  
And alleviate your fear!

Has the state's management style and system ever befuddled you? Have you ever wondered how all the rules and policies fit together so you can maintain productive and happy employees? Have you ever wanted to sit down and meet with management representatives in a small setting to discuss policies, procedures and do's and don'ts?

Now you can gather an immense amount of information and learn *about labor & employee relations* in Indiana state government in four weeks! The program is called *CLER: Comprehensive Labor and Employee Relations*

The State Personnel – Labor Relations division has combined forces with Affirmative Action to present all the *labor and employee relations* classes in a combined format for a fun learning experience.



Classes covering progressive discipline, performance appraisals, union settlements, FML and managing people (to name just a few) are taught over a four week period with a review session following.

Here is the schedule:

<i>Week One</i>	<i>9am-3pm Managing People</i>	<i>9am-12pm Selection &amp; Interviewing 1pm-4pm Sexual Harassment for Managers</i>
<i>Week Two</i>	<i>9am-4pm Personnel Rules</i>	<i>9am-4pm Union Settlements</i>
<i>Week Three</i>	<i>9am-3:30pm Performance Appraisals</i>	<i>9am-11am Administrative Investigations 12pm-4pm Progressive Discipline</i>
<i>Week Four</i>	<i>9am-4pm ABCs of Discrimination</i>	<i>9am-1pm Family Medical Leave</i>



In March, June, September and December, a ninth day of training will be added. This will be an opportunity for the class to reconvene and discuss any issues that have occurred in the interim. There will also be a quiz on all the material. Satisfactory completion of the program is required to receive a certificate.

The classes were designed to build upon each other and slowly introduce participants to concepts managers, supervisors and personnel encounter when dealing with *labor and employee relations*. While the material is the same (same policies/procedures/rules) the training has been revised and now includes examples, hypotheticals and exercises.



One great thing to remember about this training program is **that only managers, supervisors and personnel employees** will be attending. This atmosphere of learning will allow instructors and participants to discuss and analyze issues openly, which will foster a better understanding of concepts.

**Registration Instructions:** The classes are taught in a group the first month of each quarter, every Tuesday and Wednesday for four weeks. You only have to register once for CLER (i.e., you do not have to register for each class) but you are expected to attend all the classes. When you register, please make sure your calendar does not conflict with any of the class dates.

If you have any questions about this training program please contact the Labor Relations Division at 317/232-3080.

*"It's a breeze...it's as clear as crystal"*

